

### **Meeting Overview**

This meeting was structured as a series of working sessions as well as updates on current program activities and action items from the previous meeting. Gentry Davis of NCR welcomed the group and participated in discussions on the first day of the meeting. Sue Thomas (facilitator) offered the following aim as guidance for the multi-day meeting.

### **Aim of the Meeting**

To share and develop ideas about safety issues and initiatives in a way that inspires support from the Council and those they represent so that the safety mindset of the NPS culture positively contributes to the enjoyment of the visitor and the protection of the resource.

### **Working Session Discussion Summaries**

#### **Occupational Health:** Dave Bleicher

Working Session Outcomes:

- Prioritization of program implementation
- Timeline drafted for planning, design, and implementation
- Work groups assembled
- Decision on allocation of training funds (and other fund sources)
  - Training Council members
  - Purchasing equipment

Dave gave a presentation to the Council on his proposal for implementing system-wide Occupational Health programs. The general implementation strategy he proposed includes:

- Reviewing the literature
- Drafting policy and program documents
- Taking it to the streets!
- Demonstrating programs and marketing

After much discussion, the group decided that Hearing Conservation will be the first occupational health program to be implemented. Dave will seek assistance from Park management and maintenance personnel in reviewing these programs. He will also enlist the help of the RMAC and the SMAC in the development and review of the program. The time line exercise in the meeting suggested that it will take at least six months to conduct a training and implementation demonstration in all regions.

Exposure Assessment will be the second program to be implemented. Dave has requested assistance from Gloria Brown, Louis Rowe, and Rob Gruhot in the initial development of this program.

**Task:** Produce a draft work plan and time line for an Exposure Assessment Program by the November RMAC meeting.

**Lead:** Dave Bleicher

**Task:** The regional safety managers will be informed of the equipment needed for occupational health program implementation by 8/1/02.

**Lead:** Dave Bleicher

**Task:** Send out a memo from the Regional Directors officially announcing the occupational health program implementation and requesting assistance from individuals in the regions by 7/1/02.

**Lead:** Dick Powell

**Agreement:** The council agreed to use the format for Occupational Health programs proposed by Dave Bleicher with the following modifications:

- Header or Footer listing chapter and page #
- 1<sup>st</sup> page—why we do this
- 2<sup>nd</sup> page—definitions
- 3<sup>rd</sup> page—what the field has to do
- Use “Purpose and Scope”—Concise purpose statement
- Program Elements lists (bullets?) and number paragraphs

### **Reference Manual 50B**

Working Session Outcomes:

- Agreement about topics to include in R.M. 50 B.
- Agreement about the overall structure of the document.
- Assign accountability for document completion (leads & deadlines)

The group defined the target audience for R.M. 50B. The audience for the full document includes:

- First line supervisors
- Safety Officers
- Employees

In addition, the program administration section would also be used by:

- Management (Division Chiefs, Superintendents, etc.)
- Safety Committee

The group then organized the contents of R.M. 50B. The R.M. will be broken into three major categories: Program Administration, Occupational Safety, and Occupational Health. The current version of the table of contents is included at the end of this document. Leads were assigned to each section of the document as described below.

**Overall Coordination and Editing: Shirley Rowley**

<b>Program Administration</b>	<b>Occupational Safety</b>	<b>Occupational Health</b>
▪ Coordination: Shirley/Oly	▪ Coordination: Shirley/Louis	▪ Coordination: Dave
▪ Editing: Oly	▪ Editing: Louis	▪ Editing: Dave
▪ Writing: TBD	▪ Writing: TBD	▪ Writing: Dave
▪ Research: PWR/IMR – Larry/Oly	▪ Research: MWR/SER – Vern/Linda	▪ Research: Dave, Kurt Topham, Ed Perez

**Task:** Identify individuals involved in research and writing for each topic by 6/21/02.

**Lead:** Regional Safety Managers

**Task:** Create time line and work plan for each section by 11/5/02.

**Lead:** Shirley Rowley, Oly Olsen, Louis Rowe, Dave Bleicher

**Historic Weapons Program:** John Suttan, Sandy Weber, Kathy Beeler, and Don Steiner

Working session outcomes

- Provide updates on program activities
- Gain RMAC input on regional black powder inspection checklist.
- Identify potential participants in regional inspections (from safety)

**Program Updates:**

John Sutton SHWAT team leader updated the Council on their activities.

D.O. 6 is scheduled for review in August, 2002. A draft copy of the D.O. chapter related to safety was given to Council members for their review.

**Task:** Review D.O. 6 chapter and send feedback to John Sutton by end of July, 2002.

**Lead:** RMAC members

The prohibition on CCI percussion caps was discussed. Several injuries have been caused by their use in conjunction with not wearing the appropriate PPE (e.g. safety glasses). It was stated that WC claims will be denied to anyone who refuses to use the required PPE for an activity if it can be documented that they were reminded to do so at least three times.

**Task:** Research the NPS' ability to ban the use of a specific product by citing safety concerns as the rationale for the prohibition.

**Lead:** Dick Powell

The group discussed the Council's need to get more involved in the exposure monitoring of VIPs (e.g. noise) engaged in firing demonstrations.

A report entitled, "Historic Weapons Program Summary" for FY 2001 was distributed to the group. A question was raised about whether there should be a GPRA goal related to this data.

**Task:** Follow up on creating a GPRA goal about the number of demos, NPS hours, VIP hours and visitors attending demos.

**Lead:** Kathy Beeler and Carol Wadlington

Feedback/input on inspection checklist:

- Develop a job hazard analysis for demonstrations and add to the checklist
- Add eye protection (PPE necessary for demonstrations)
- Integrate NCR manual elements into checklist
- Add fire extinguishers at powder magazines
- Add black powder spill clean up procedures
- Vern would like the inspectors in the MWR to review the checklist before it is final

Through the course of the discussion, other issues were raised concerning the implementation of the historic weapons program. RMAC member comments and questions included:

- Can a special use permit be issued for reenactments instead of categorizing them as VIPs?
- CIP includes a comprehensive description of historic weapons demonstration programs for parks that have many demonstrations (this is not inclusive of all parks that have demos). A recommendation was made that it should be included in management policy.
- Should there be historic weapons coordinators in the regional offices?
- One Council member raised the issue of disposing of black powder by dissolving it in water and dumping it on the ground. It was suggested that this is a hazardous waste issue and as such this procedure should not be the method recommended in the manual.

Recruiting Regional Inspectors:

The Historic Weapons program is looking for assistance in recruiting individuals for the regional inspection program. The conclusion arrived at through this conversation was that the historic weapons program needs to get upper management support for doing this before the RMAC can provide much assistance.

**Task:** Send a memo from the Director asking RDs to allow two individuals from each region to function as regional safety inspectors for the historic weapons program. (No inspectors – no program.)

**Lead:** John Sutton and Sandy Weber

**Task:** Determine the numbers and types of inspectors required and include this information in the memo from the Director.

**Lead:** John Sutton and Sandy Weber

**Task:** Contact all regional and park safety personnel regarding their interest in becoming an inspector. These individuals will participate as a representative of safety and may not be required to attend the full inspection training.

**Lead:** Regional safety managers

**Task:** Information about the program will be provided to the Regional safety managers to inform their conversation with field safety personnel by 6/17/02.

**Lead:** John Sutton and Sandy Weber

### **Agreements/Actions/Updates**

#### **OWCP: Karlyn Payton, NER/NCR Regional OWCP Manager**

Karlyn presented an over view of the OWCP program in the NER and NCR. Highlights included:

- They are focusing on educating maintenance employees in the region.
- The program offered by Dr. Grennen is helping to return more employees to work.
- A document has been created outlining an employee's responsibility when filing an injury claim. (The burden of proof for an injury claim is on the employee.) This form will be made available to all regions.
- The three regional OWCP coordinators are working together to bring more consistency and integration to their efforts.

Contact info: Telephone: 202-619-7247  
Email: karlyn\_payton@nps.gov

#### **OWCP: JoAnn Pena**

JoAnn distributed a draft copy of R.M. 50A to the Council for review.

JoAnn discussed the "Alive and Well" Program. They are working to regain \$100,000, offered to the NPS to fund the return of injured employees to work, that was lost as it had not been used for three years.

#### **SMIS/MAXIMO: Mary Davis**

Mary Davis gave a presentation on SMIS and distributed SMIS Reports to the Council.

- Electronic Filing of CA-1 is done through Administration. Dick and Steve had a session with the ARDs on this issue.
- Need to provide Regional ARDs with data on "frequent filers". They also need to see other OWCP data, such as costs, etc.
- Linda Giles has convened a group to look at increasing SMIS usage. The group would like solicit the participation of a few more people (e.g. Dickie Brown).

**Task:** Distribute a memo from Dick Ring to the regions informing them about electronic filing beginning in October 2002.

**Lead:** Dick Powell

Mary attended a MAXIMO training. The connection to Safety is in the JHA component of the program. There is no mandatory safety library currently. The JHA is optional. Mary will be following up with this regarding creating JHA's for the activities included in the program.

**Council Representation:**

Council representation was discussed and the following issues were raised:

- Need more field representation (perhaps a collateral duty safety officer)
- Need a SMAC representative (Is Larry Harris on RMAC?)
- Each region should have two representatives (Is that currently the case?)
- Dick's staff should continue to attend meetings
- Need representation from structural fire

**Task:** Regional representation on the Council will be reviewed and holes will be identified and filled by the next meeting.

**Lead:** Gloria Brown and Dick Powell

**Agreement:** The council voted to appoint Dave Bleicher the Public Health representative on the Council.

**Training Funds:**

The group discussed the possible training programs that could receive funding from the Risk Management Training fund. There is \$100,000 available from this fund for 2003. These included:

- Occupational Health Programs (including training and implementation of a program in a park as a demonstration)
  - Hearing Conservation
  - Exposure Assessment
- Root Cause Analysis Training (Apollo)
- Occupational Safety Training
- NFPA 101

The group decided that the training sub-committee should explore the needs and make a recommendation to the Council about the allocation of training funds.

**Task:** The training committee will make a recommendation to the Council by August 15, 2002. The Council will vote on this via email.

**Task:** The training committee will create a work plan and time line for training implementation by the November 2002 RMAC meeting.

**Lead:** Gloria Brown will convene the training committee (Gloria Brown, Oly Olsen, Louis Rowe, Shirley Rowley & Hal Spencer) and coordinate the voting process.

Career Field training funds have been applied to Root Cause Analysis training over the last year and three more sessions are scheduled for this year. A suggestion was made that train-the-trainer courses become the focus of these training funds to build more capacity within the organization.

**Task:** Talk to Tom Cherry about running OSHA Train-the-trainer courses in 2003.

**Lead:** Shirley Rowley

### **Follow up from Previous Action Items**

#### **Anthrax Video:**

Anyone who would like the video George Vaughn talked about at the January 2002 meeting can get a copy from the Public Health Officer at their regional office or on the CDC website.

#### **Medical Standards - Arduous Duty:**

Dick provided the group with the following definition of arduous duty:

“Positions that are dangerous or physically demanding to such a degree that an incumbent’s medical condition is necessarily an important consideration in determining ability to perform safely and efficiently.”

**Task:** Send a list of positions qualifying as “arduous duty” to Dick Powell by 7/1/02.

**Lead:** Council Members

#### **PWR Maintenance Handbook:**

The handbook is available on the PWR safety web site—copyrights are not an issue.

#### **Forest Service Video:**

There was not time at this meeting to view the video.

**Task:** Copies will be made and distributed to Council members to review in their home offices.

**Lead:** Shirley Rowley

#### **Core Competencies:**

These will be integrated into the Training chapter in the revision of RM 50B.

#### **Status of NPS Policy:**

The Smoking Policy is completed and ready for review as D.O. 50D. The Cell Phone Policy draft is almost complete.

#### **Contractor Assistance Contract:**

A survey is being conducted to determine the effectiveness of this contractor assistance contract. A survey will be sent to those involved in this program.

**Task:** Attach a copy of the contractor’s scope of work with the survey form.

**Lead:** Shirley Rowley

**“Big Picture Group”:**

This item was tabled until the next meeting.

## **Regional Reports**

### **NER**

#### Training

1. SMIS, 43 park representatives. NER improved SMIS reporting to 66% of reportable employee accidents in FY01
2. “Accident Investigation Techniques”, 20 students.
3. “Managing the Safety Performance Process”, 37 participants.
4. OSHA Hazardous Communication Standards Instructor Training, 19 participants.
5. OSHA 600, 40 participants.
6. “Root Cause Analysis” courses in June and September.
7. HAZWOPER 24 hour Course, 23 participants.

NER Executive Safety Council charter signed by the Regional Director. Council has met and formulated and directed the implementation of the NER Risk Management Strategic Plan.

Issued a safety skills list, which included the safety related skill, employee’s name willing to share knowledge, park and phone number.

Instituted quarterly statistic reporting on employee lost time injuries, rate, and SMIS reporting.

### **NCR**

Advisory group is in the process of developing a webpage to disseminate information safety of all the parks in terms of safety program policies, industrial hygiene reports, OSHA compliance reports, lessons learned materials.

Two parks participating in the Park Assistance Contract.

Received award from the Federal Safety and Health Council.

Industrial Hygiene monitoring activities of NCR parks have resulted in development of program policies that will form basis for national policies.

NCR risk management advisory group has increased its membership to include the union, structural fire, ranger activities, environmental specialist and a representative from management.

Continues to partner with the Maryland National Capital Park & Planning Commission to set up an annual conference to include topics that are relevant to NPS

Also partners with the Safety Council of Maryland to share information, training and improve knowledge of safety operation and procedures to maintain compliance with federal standards, state rules and regulation.



Safety day observed in April with Spring Clean-Up week, physical fitness walks, healthy foods menu in cafeterias, safety training programs, demonstrations, health and fitness exhibits and safety rodeos.

Regional Director continues to support park activities by visiting parks during tailgate sessions, making safety award presentations, and beginning each monthly staff meeting with a safety presentation.

The region has a blanket Occupational Monitoring Agreement that allows all employees identified through industrial hygiene monitoring to receive a periodic check-up as prescribed by OSHA standards or other regulations to assess workplace exposure.

## **MWR**

1. Worked with OSHA on an asbestos cleanup problem.
2. Worked with GSA on a "sick building syndrome" issue
3. Awarded 22 parks with safety awards for having gone 3 years with zero lost time accidents
4. Sent a safety person to 4 parks to spend a week to help them with any safety issues.
5. Regional Director has mandated that all superintendents have to submit required safety plans before their evaluation period.

### **Audits:**

Held safety and environmental audits at WICA, JECA, ARPO and HOSP  
Structural Fire audits in 11 parks

Division reorganization: Regional Risk Manager is now responsible for Public Health, OWCP, Environmental Compliance and Safety.

## **PWR**

Voluntary Protection Program kicked off in YOSE.

Developed partnership support agreement with Fluor Hanford. They will be assisting and providing guidance in the area of data management.

Three courses of "Safety Excellence III" will be scheduled for FY02.

Safety office took the lead in coordinating the Automatic External Defibrillator program for the support office in Seattle.

Coordinated earthquake evaluation assistance and follow-up in the Seattle support office.

Participated in regional Environmental Audit Program.

## **SER**

### **Training**

1. Held Regional Safety conference, 100 attendees.

2. Managing 4 sessions of Safety Performance Process for Superintendents and Management teams.
3. Accident Investigation, 28 SE employees
4. Hazcom Train the Trainer scheduled

Developed a SER Safety Evaluation tool to monitor park's safety program progress. Southeast Region Safety Advisory Team (SERSAT) established and working well.

90% SMIS usage

IH monitoring at Carl Sandburg, noise level surveys at EVER, BICY, GUIB and BLRI.

SE parks participated in Safety Day 2002.

## **IMR**

Galen Warren retired 4/20/02. Two vacant positions; one to be filled with an IH and the other as a Safety and Occupational Health Specialist.

Safety Management Team received and processed over 76 technical assistance calls from field operations. On-site visits to BRCA, CHCU, AZRU, FLAG, MEVE, CARE and Santa Fe support office.

Finishing up on Phase II of "managing the Safety Performance Process for Supervisors". 110 management team members have taken this training. Phase III concentrates on first-line supervisors has started in FY02.

Incident Investigation and Reporting: completed a Safety web-site "tool box" that includes a draft SOP of Incident Investigation & Reporting, a supervisors guide to investigation accidents, Root Cause Analysis worksheet, establishing a Technical Board of Investigation and SMIS reporting instruction, Cost of Incident worksheet etc.

Executive Safety Committee has distributed 5,000 copies of OSHA Safety Handbooks and 1,000 copies of Office Safety Handbooks.

Continued assistance to GLCA in follow-up effort to address carbon monoxide exposure. Issued two Safety Alerts, one on houseboats and the second on "teak surfing".

Servicewide awards to Glen Canyon and Grand Canyon.

## **Parking Lot**

- How will terrorism as it relates to employee health and safety be addressed?
- Can fee demo money be used as a funding source for occupational health program implementation?
- Will tort claims be included in R.M. 50B?

## **Next Meeting**

The next meeting will be held on November 5-7, 2002 for three full days. The location is yet to be determined. Carol, Shirley and Gloria will determine the location. Carol will coordinate the logistics of the meeting.

## **Meeting Assessment**

### **What worked well?**

1. Great facility
2. Good interaction among the group
3. Got a lot accomplished
4. Liked work group format (continue this)
5. Effective facilitator
6. Good to have other people invited to attend RMAC meetings

### **Suggestions for Next Time?**

1. Make the meeting three full days next time
2. Submit regional reports prior to the meeting and distribute them to members with the meeting agenda
3. Create and distribute agenda more in advance of the meeting
4. Distribute handouts for meeting topics in advance
5. Send a "tickler" (reminder) about action items three months after a meeting

## **Meeting Participants**

Dave Bleicher  
Gloria Brown  
Mary Davis  
Linda Giles  
Vern Hurt  
Chuck Lundy  
Larry Nolen  
Brian Olson  
Lloyd "Oly" Olson

JoAnn Pena  
Ray Peterson  
Dick Powell  
Louis Rowe  
Shirley Rowley  
Cheryl Schreier  
Dan Sullivan  
Carol Wadlington  
Facilitator: Sue Thomas

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